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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR  
 FROM : Chief, Administrative Branch,  
         Office of Training  
 SUBJECT: Weekly Activity Report #31

DATE: 4 August 1955

## I. SIGNIFICANT ITEMS -

Notice of the OTR Operating Budget Allocation for FY-1956 was received. It is undergoing review by XO/TR and BFS/TR with respect to certain reductions in the budget made by the Comptroller.

## II. OTHER ITEMS -

### A. OTR VACANCIES - GS POSITIONS

#### Component

|                     |                 |                   |      |
|---------------------|-----------------|-------------------|------|
| <u>Professional</u> | <u>Clerical</u> | <u>Clericals</u>  | 25X1 |
|                     |                 | <u>in Process</u> |      |

Instructor Development Program  
 Plans & Policy Staff  
 Assessment & Evaluation Staff  
 Support Staff/Headquarters  
 Support Staff/   
 Basic School  
 Intelligence School  
 Language & External Training School  
 Operations School/Headquarters  
 Operations School/   
 Operations School/ 

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

\* Includes:

- 1 Clerk Steno vacancy - 2 applicants in process
- 1 Time, Leave Pay Clerk - 1 applicant in process
- 1 Mail Clerk vacancy
- 1   vacancy

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B. PROCEDURE - EMPLOYEE SELECTION WITHIN OTR - Personnel Section has re-written an internal procedure outlining the steps to be taken in arriving at selection of candidates within OTR. Information copies of this procedure will be forwarded to each School and Staff Chief and to  

25X1

JOB NO.   FOX NO.   DDC. NO.   Z NO CHANGE  
 IN CLASS/ DEC 04 CLASS CHANGED TO: 16 S C REV. JUST.   22  
 NEXT REV DATE 09 REV DATE 13 Dec 79 REVIEWED   FILE DOC.   02  
 MO. POS /O CREATION DATE   ORG COORD H-SP/II ORG CLASS   S  
 REV CLASS C REV COORD.   ACYR: AF 70-3

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C. BUDGET - The deadline for the FY-1957 Office Estimates has been extended to 29 August to allow for revision of personal services estimates based on the recent pay raises.

D. AREA RECORDS OFFICER'S VISIT TO [REDACTED]

25X1

1. On 28 July 1955 [REDACTED] discussed the installation of a Vital Materials Program with [REDACTED] Procedures will be worked out between the Special Services Officer and the [REDACTED] for the proper transmittal of vital materials to the vault at Site II as a result of the discussion. Subsequently, he met with the [REDACTED] and discussed the responsibilities of the Base and the Special Services Officer concerning the OTR Vital Materials Program. Steps will be taken to receive, store, and index vital materials from Site III and Headquarters.

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2. The impending visit of [REDACTED] to conduct a records survey was discussed at both Sites. A follow-up memorandum has been sent from the XO/TR to [REDACTED] authorizing the survey which will begin at Site II on 8 August 1955.

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F. MATERIAL WITHDRAWAL PROGRAM -

1. The BFS/TR has been informed that DD/S has approved an Agency-wide accounting procedure which requires that all components maintain detailed records of stock withdrawals. The withdrawals will be costed out and charged to allocations issued by the components from their budgets to the Office of Logistics. This new control procedure is designed to keep stock issues within the budgetary limits established for each component.

25X1

2. In relation to the above item, the BFS/TR was notified by the Budget Division that OTR's stock withdrawals for FY-1955 amounted to over [REDACTED] none of which has been paid for by OTR.

G. AIR CONDITIONING - ROOM 213, R&S BUILDING - The Office of Logistics was requested to relocate two three-quarter ton window air conditioners from Rooms 126G and 126H in the A&E area, R&S Building, to Room 213, a classroom on the second floor, R&S Building. Rooms 126G and 126H will be air conditioned by constructing additional ductwork from an existing five-ton air conditioner in the area.

H. INSTALLATION OF FLUORESCENT LIGHTING IN THE AUDITORIUM, R&S BUILDING - The Office of Logistics notified this office that the contractor will commence work in the auditorium on 8 August rather than 29 July as was originally scheduled.

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I. BUDGET DATA FOR TRAINING REPORT - A cost report for external training programs for second half for Fiscal Year 1955 was prepared for inclusion in the Office of Training Training Report.

J. PROJECT [ ] - A representative of IO, [ ] contacted the BFO/TR concerning funds for OTR's share of the salary for one of the Project Agents. The Chief, Operations School, states that he is reviewing the need for this Agent's services. IO, [ ] has been informed that any transfer of funds will be delayed pending this determination.

**K. T/O SLOTTINGS** - In order to assure proper assignment throughout OTR, the Personnel Section is arranging meetings with each School and Staff Chief to finalize position assignments on their new T/O's.

L. NEW EMPLOYEE BRIEFINGS - While the EOD briefings by the Office of Personnel acquaint new employees with a sketch of the Agency and its activities, it has been necessary to develop a more thorough briefing for individuals reporting to OTR. [REDACTED] Personnel Section/TR, has developed a reading folder for new employees which contains pertinent Agency and OTR regulations on the career program, organizational structure, etc. This procedure has measurably reduced the time spent in interviews and assures complete coverage of pertinent information.

M. [REDACTED] - Weekly report of the utilization of [REDACTED] for the period 27 July through 2 August 1955 is attached. 25X1

Chief, Administrative Branch/TR

**Attachment:**

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